



Student/Parent Handbook



CONTINUING EDUCATION YOUTH PROGRAMS
2018



Continuing Education Youth Programs

Dear Parents and Students of UVU Continuing Education Youth Programs,

We are excited you've chosen to spend some time on the Utah Valley University campus! Please read this packet thoroughly.

We have developed excellent programs for a wide variety of students. To ensure the best possible experience for every student, we have created this handbook of information that includes a code of conduct. Students may not attend any class, camp, conference or event without both the parent and student reading and understanding the standards set in place for the enjoyment and protection of all students in UVU Continuing Education Youth programs.

At the end of the packet please find all necessary, required forms. All forms must be filled out, signed, and submitted electronically through the UVU DocuSign system. Participation in Continuing Education Youth Programs cannot occur until the packet has been read and forms have been signed.

Thank you! We hope the program or programs you select will be rewarding and fun.

A handwritten signature in black ink, appearing to read 'James C. Maxwell'.

Continuing Education
UTAH VALLEY UNIVERSITY

Continuing Education Youth Programs

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Mission Statement:

Professional and Continuing Education provides community engaged learning experiences that enrich lives, fulfill dreams, and support economic growth.

Programs, Courses and Registration Information

Continuing Education Youth Programs are sponsored by the Center for Professional and Continuing Education at Utah Valley University. For questions about courses and programs, please use the contact information below.

Phone: 801-863-8012

Website: www.uvu.edu/ce

Email: ce@uvu.edu

Communication is a key factor to any successful program. Please communicate any needs, questions, or concerns you may have.

Drop off and Pick up of Students

Students under the age of **nine** (9) **MUST BE CHECKED OUT BY** a PARENT/GUARDIAN/SIBLING OVER THE AGE OF 13. Students under the age of nine (9) will not be allowed to check themselves out. Teachers will not allow students under the age of nine (9) to leave without being properly checked out, regardless of a parent/guardian permission to do so.

Students between the ages of **ten** (10) and **twelve** (12) may check themselves out with signed approval from a parent or guardian. Students between the ages of ten (10) and twelve (12) may not check out younger siblings.

Students over the age of **thirteen** (13) may check themselves out, and may check out younger siblings, with signed approval from a parent or guardian.

Classroom participation is encouraged and necessary for growth and to develop self-confidence. The classrooms are a safe space where bullying is not tolerated. All students should always be courteous, and show respect to instructors, teachers, guests, and one another.

STUDENT CODE OF CONDUCT

Behavior Guidelines

The Continuing Education Youth Programs are dedicated to providing quality opportunities to children and youth of all abilities. To accomplish this goal, students are expected to follow the Continuing Education Youth Programs Student Code of Conduct, and the Student Code of Conduct from the student's school district at all times to promote a safe, fun, healthy, and respectful environment for all participants. Unacceptable behavior will result in corrective measures and may include removal of the student from any Continuing Education Youth Programs.

As a UVU Continuing Education Youth Programs student, I will:

General

- Have fun!
- Wear appropriate clothing to Continuing Education Youth Programs each day. (See dress code.)
- Participate in all activities.
- Be on time each day and ready to participate.
- Be a positive influence on those around me.

Respect

- Be respectful and cooperative and contribute positively to the experience of fellow students.
- Be careful that my actions, behavior, and language do not hurt other students' feelings or hurt them physically in any way, intentionally or accidentally.
- Show respect to all staff and teachers, and cooperate fully with their instructions and directions.
- Respect the values and beliefs of others.
- Never discriminate or harass anyone based on race, national origin, color, religion, disability, sex/gender, sexual orientation, gender identity, or any other protected class.

Personal Space and Property

- Be respectful of all UVU campus and Continuing Education Youth Programs property, including computers and other materials used during camp.
- Never take, mark, deface, or destroy Continuing Education Youth Programs property, materials, or the personal property of others.

Behavior

- I understand that the following acts are examples of conduct **NOT** allowed at Continuing Education Youth Programs and that corrective action will be taken, up to and including removal from the Continuing Education Youth Programs, should I participate in these acts: name calling, shoving/pushing, damaging property, demeaning comments/gossiping, threatening, inappropriate touching or gesturing, sexual harassment, hitting/kicking, stealing, taunting/ridiculing, inappropriate language, fighting, gang related signs, gang related clothing, and other gang related affiliation, bullying, discrimination and harassment based on any protected class, and criminal activity. The above list is not exhaustive but instead illustrates examples of unacceptable conduct.
- I understand the corrective measures and discipline process listed on page 9 and know that I can be dismissed from the program should I violate the standards of conduct and Continuing Education Youth Programs requirements.

Safety

- Be aware of my surroundings at all times.
- Pay attention to instructions and directions given by teachers.
- Stay with my assigned group.
- Immediately notify teachers of any safety concerns.
- Immediately report violations of the Student Code of Conduct to the teachers.

Dress Code

- Students should always be clean in appearance and demonstrate proper hygiene.
- Students should always be able to comfortably move in their clothes.
- Close toed shoes must be worn at all times; no flip flops or sandals.

- Clothing that is distracting in appearance must be avoided.
- No midriffs or spaghetti strap tank tops on any gender.
- Clothing must cover the body during movement exercises, including reaching both hands high above the head. Clothing that does not cover the stomach during such exercises should be avoided.
- Clothing that contains vulgar words, profane or obscene slogans and pictures, gang affiliations, or advertisements for alcohol, tobacco, and drugs are not permitted.
- Students who violate the dress code may be asked to call their parents for a change in clothing, or to be picked up early. Repeated violations may result in dismissal from the program.

Unacceptable Behavior

Disciplinary action may be taken as a result of any behavior that violates the Student Code of Conduct, is disruptive or violates the rights of others. The following are examples of unacceptable behavior and are subject to disciplinary action at Continuing Education Youth Programs. **The behaviors below may result in immediate dismissal from the program and may not follow the corrective measures procedure outlined below.** Be aware that defiant and/or disrespectful behavior toward any Continuing Education Youth Programs staff member will not be tolerated and may result in corrective measures.

- Name calling
- Bullying
- Stealing
- Criminal Activity
- Threatening
- Fighting/Taunting/ridiculing
- Hitting/kicking
- Damaging property
- Inappropriate gesturing
- Shoving/pushing
- Inappropriate touching
- Demeaning comments/gossiping
- Inappropriate language
- Discrimination/Harassment based on protected class
- Accessing inappropriate electronic content
- Sexual Harassment
- Failure to stay with assigned group, class, or partners

Corrective Measures and Discipline

Discipline should not be confused with punishment. The goal of discipline is a self-regulated individual with mature attitudes and socially-acceptable standards of conduct.

Corrective measures used will depend upon the nature of the behavior, the frequency, and the degree to which the student is willing to try to correct undesirable behavior.

Disciplinary actions will normally begin at a minimal level and then proceed to more serious levels with the exception of serious violations of the Student Code of Conduct (see examples of unacceptable behavior above).

Unacceptable behavior will result in corrective measures and may include a report to the student's school district.

Corrective measures may include:

1. Verbal warning.

2. A second verbal warning will result in a written warning and parents will receive notification.
3. A written warning that happens after a parent meeting may result in the student's dismissal from Continuing Education Youth Programs.

UVU Continuing Education Youth Programs reserves the right to dismiss students from the program as needed, without following the above corrective action steps, to ensure a safe and respectful educational environment.

HEALTH AND SAFETY

Communicable Diseases

For the health of all our participants, parents are required to notify Continuing Education Youth Programs at 801-863-8012 of all communicable diseases your child may have contracted (i.e. chicken pox, head lice, pink eye, etc.). Specific information will be kept confidential, however, Continuing Education Youth Programs must notify all participants of the situation.

Medication

The legal issues involved with students taking prescribed medication while at Continuing Education Youth Programs prevent Continuing Education Youth Programs staff from storing or distributing medications (including EpiPens). Please make arrangements for the student to schedule taking their medication before or after attending Continuing Education Youth Programs. If your child requires medication during the program hours, please make arrangements with the staff so you can come and personally administer the medication to your child.

Special Nutrition Needs and Allergies

Please make sure that students are aware of their individual nutrition needs and allergies. Parents should inform Continuing Education Youth Programs staff if needs are serious or the student needs dietary accommodations for any Continuing Education Youth Programs.

Sick Students

Students who arrive sick or begin to feel sick at any time during Continuing Education Youth Programs will be asked to sit out of class under the watch of a Continuing Education Youth Programs administrator until parents are able to pick up the student. Parents will be notified of their child's condition.

First Aid/911

If a student is injured in any way while attending Continuing Education Youth Programs, an incident report will be filled out and parents notified. In the event of a serious injury, 911 will be called, first aid will be administered, and parents will be notified immediately. Continuing Education Youth Programs will not transport any student in a personal vehicle and will call an ambulance in the event of an emergency. Continuing Education Youth Programs is not responsible for medical costs including hospital bills, ambulance fees, etc., related to injuries requiring special medical attention.

Student Supervision

Under no condition will students be allowed to wander off on their own on UVU campus during Continuing Education Youth Programs program hours. Once the student is checked in to the program each day, he/she will be required to stay with the group to which he/she is assigned. Leaving the assigned group may result in dismissal from the program. If the student is considered missing, UVU Continuing Education Youth Programs staff will notify parents to come to campus to assist in the search of the missing student. Campus police will be notified and an incident report will be written and filed by UVU campus personnel.

ATTENDANCE AND TRANSPORTATION STANDARDS

Attendance

Students should plan to attend each class and remain in attendance for the entire class period.

Transportation

Each student is responsible for his/her own transportation to and from Continuing Education Youth Programs each day. **The parent or guardian can drop off the participant beginning 15 minutes each day before the class or conference starts and will pick them up no later than 15 minutes each day after it ends.**

Permission may be granted for students to walk, ride bikes or be driven by someone other than the parent/guardian by filling out the transportation waiver form included at the end of the handbook. Staff members will be at the drop off/pick up location to meet the students each morning, and stay with the students until 15 minutes after the end of class.

There will be no supervision prior to 15 minutes before or 15 minutes after classes

Directions to Drop off and Pick up Locations

TBD

Late Drop Off

A staff member will wait at the drop-off location each morning until 10 minutes after the start of class. If a student is dropped off after this time, it is the parent's responsibility to bring the student into the classroom.

Late Pick Up

Any student that is left waiting on parents/guardians after 15 minutes after the end of class will be taken to the administration office of Community Education located in the HP building, Room 116 or to the Continuing Education Youth Programs Extended Education Building (EE) front lobby located at 490 West 1200 South. The parent/guardian will have to come to the appropriate location to pick up their child. **Three late pick-ups will require a parent meeting.**

Continuing Education Youth Programs does not provide staff for before or after-program care for the students.

Other information

Classrooms: Students will attend classes in their assigned classrooms, and will begin and end class in assigned classrooms. Occasionally classes will be held outside or in different locations, depending on the lesson plans. If a student needs to be picked up early, please let the teacher know in advance.

Water: Restroom and water fountain breaks will be provided approximately every hour during class.

Bathroom Usage: Students will generally have one ten minute break. If a student needs to use the restroom at any other time, he/she must be accompanied by another student and a teacher.

Cell Phones: Students may bring a cell phone for emergency use only. Phones may only be checked during break periods. If phones are accessed during instruction times, the student will be relocated to the front of the class until the end of that class. Students are encouraged to exercise professional behavior while engaged in Continuing Education Youth Programs.

UVU CONTINUING EDUCATION YOUTH PROGRAMS STUDENT PARENT HANDBOOK

ACKNOWLEDGEMENT AND AGREEMENT

The Continuing Education Youth Programs staff is committed to maintaining standards of excellence. We want to ensure that all students are safe and have an environment that allows each one to do his/her best. We require all students and their parent/guardian to read, understand, and agree to the above rules and procedures in order to gain a clear understanding of the program and its expectations.

STUDENT AGREEMENT

I _____ promise to abide by the rules and procedures outlined in the Student Parent Handbook (“Handbook”). I have read and understand the requirements for students, particularly those on attendance, dress code, and student behavior. I understand that UVU may decide, in its sole discretion, to remove me from the program after my **third absence** and/or for violations of the Student Code of Conduct. I will comply with the Student Parent Handbook, my school district’s code of conduct, all UVU Continuing Education Youth Programs policies, and all UVU Continuing Education Youth Programs requirements.

PARENT/GUARDIAN ACKNOWLEDGMENT AND CONSENT

I approve of my child’s participation in Continuing Education Youth Programs. I understand this involves a commitment of attendance. I have read and I understand Continuing Education Youth Programs requirements for students, particularly those on attendance, dress code and student behavior. I understand that UVU may decide, in its sole discretion, to remove my child from the program after the **third absence** and/or for violations of the Student Code of Conduct.

I understand that my child is required to comply will all Continuing Education Youth Programs policies and requirements.

Parent/Guardian Signature _____ Date _____

CONTINUING EDUCATION YOUTH PROGRAMS

Transportation and Check in/out Waiver

Student Name: _____

Age: _____

Students aged **nine (9) and under MUST BE CHECKED OUT BY A PARENT/GUARDIAN/SIBLING OVER THE AGE OF 13. Students under the age of **nine** (9) will not be allowed to check themselves out. Teachers will not allow students ages nine (9) and under to leave without being properly checked out, regardless of a parent/guardian permission to do so.*

*Students between the ages of **ten** (10) and **twelve** (12) may check themselves out with signed approval from a parent or guardian. Students between the ages of **ten** (10) and **twelve** (12) may not check out younger siblings.

*Students ages **thirteen** (13) and over, may check themselves out, and may check out younger siblings, with signed approval from a parent or guardian.

Parent/Guardian: Please check and initial the applicable statement(s):

- I will be the only person providing transportation to and from, and checking out my student, from Continuing Education Youth Programs each day.
- I give permission for my student to be checked out by sibling over the age of **13** enrolled in Continuing Education Youth Programs (list below)
- I give permission for my student between the ages of **10-12** to check themselves out.
- I give permission for the people listed below to check out my child (including siblings aged **13** or over not enrolled in Continuing Education Youth Programs)

To ensure the safety of your child, please list the name and phone number of all individuals who may pick up your child from Continuing Education Youth Programs. Make sure those listed know that pick-up time is no later than 15 minutes after the end of class and that they are responsible for your child at this time.

Name	Phone Number	Relationship to Student

MEDIA RELEASE

I consent to my child being photographed, interviewed, and/or videotaped by representatives of the Continuing Education Youth Programs. The Continuing Education Youth Programs uses photos of children in media publications to share information about the Continuing Education Youth Programs. Any image obtained may be reproduced by Continuing Education Youth Programs and/or the public media for use in advertising, publicity, educational activities, or archival records. The Continuing Education Youth Programs publications include but are not limited to: the website, advertisements, banners, brochures, bulletin boards, and other public relations material.

I hereby waive any claims I may have, and release the Continuing Education Youth Programs and its employees from liability of claims arising out of such activities.

Student(s) Name

VERIFICATION

I verify that the information provided on this form is accurate and current, and that I am the legal parent/guardian of the student(s).

Signature of Parent/Guardian

Date

INFORMED CONSENT FORM

This is an informed consent form for minors, which identifies risks of participating in a Utah Valley University Continuing Education Youth Program, hereinafter known as CEYP and a consent form for parents/guardians.

PLEASE READ THE ENTIRE FORM CAREFULLY!

STUDENT: Injury may result from your participation in this Continuing Education Youth Programs program (CEYP). You are expected to familiarize yourself with CEYP and what is required, rules of conduct for CEYP as well as Utah Valley University policies. You are expected to follow proper operating procedures including safety procedures as outlined by CEYP instructor, plus any directions given by an authorized Utah Valley University employee.

I, _____, (print name of student) acknowledge that I have familiarized myself with CEYP and what is required, will follow the rules of conduct, will follow the operating procedures, and will follow any directions given by an authorized school employee.

AGE _____

PARENT/GUARDIAN: The undersigned, the legal guardian of

_____ (hereinafter “student”) a participant at a CEYP at Utah Valley University, under eighteen years of age, in consideration of participation in a camp/course at Utah Valley University, do hereby agree to this consent. I recognize that participation in a CEYP program at Utah Valley University may involve moderate to strenuous physical activity and may cause physical and or emotional distress to participants. There may also be associated health risks. I state that student is free from any known heart, respiratory or other health problems that could prevent student from safely participating in any of the activities.

Consent is expressly given, in the event of injury, for any emergency aid, anesthesia and / or operation, if in the opinion of the attending physician, such treatment is necessary. I have carefully read and understand the contents of the foregoing language and I specifically intend it to cover participant in the enrolled CEYP at Utah Valley University.

Name _____ Date _____

Signature _____

(Parent or legal guardian signature if participant is under 18 years old)